CITY OF KENT POSITION DESCRIPTION

Position Inventory Nu	mber: PD0174			
Classification Specification	ation: POLICE CHIEF			
Salary Range:	Executive Level 2 - Management Benefit Level A			
Position Description: Police Chief				
Incumbent:				
Location:	Police Administration			

GENERAL PURPOSE:

Under the direction of the Mayor and Chief Administrative Officer (CAO), incumbent is responsible for maintaining the peace of the City by planning, organizing, and directing of the Police Department's operations to include law enforcement, patrol, detectives, corrections, crime prevention, public education, and support services. Incumbent provides leadership and evaluates operations and trends to ensure efficiency and adequacy of service; develops and maintains professional standards of performance for all department personnel to prevent liability and manage the City's risk exposure; ensures personnel are properly trained.

This executive level position has total responsibility for the work and the employees of the Police department, develops and ensures accomplishment of short- and long-range strategic plans and initiatives for the department, and manages the department in accordance with city policies, procedures, standards and values. Serves as a member of the Mayor's Leadership Team (an executive management team). This position requires a considerable amount of communication with high level policy making bodies, special interest groups, citizens, City employees and employee groups. The incumbent will be required to deal with a wide variety of potentially volatile issues while maintaining professional diplomacy. Work may be reviewed for fulfillment of organizational objectives, effectiveness/efficiency of services provided, and contribution to meeting the community's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership to department personnel; develops, implements and enforces laws and ordinances related to law enforcement and public safety.

Prepares annual department work program and budget; works with command staff to ensure that city and department goals are accomplished according to program objectives and time-lines; coordinates staff recommendations to the Public Safety Committee and City Council.

Performs professional law enforcement tasks in the development and implementation of

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internal policies, procedures, schedules and other operating practices. Ensures that department rules and regulations are consistent with city-wide polices and ordinances.

Develops and maintains Police policies, operating standards and practices to reduce and/or prevent the City's liability and risk exposure.

Responsible for the selection, training, transfer, evaluation, and discipline of employees of the department subject to the city's civil service rules and regulations, the city's personnel policies, and labor agreements.

Analyzes crime trends to determine appropriate actions and implement preventative measures. Provides executive level briefings on department operations, crime trends, etc., to Mayor, CAO and Council.

Assumes command of cases or situations which present new, unusual or particularly sensitive or visible problems. When appropriate, makes arrests and enforces the laws of the State of Washington and the City of Kent.

Attends meetings of Federal, State, regional or other local governments to review local and regional plans and programs and gather information important to the continued function of certain department projects.

Serves as technical advisor to Mayor, Council, Chief Administrative Office, department directors, and city employees on matters of law enforcement, community safety, and related policies.

Perform any and all special assignments as directed by the Chief Administrative Officer, Mayor, or Council and such other duties as may be imposed by ordinance and state and federal laws.

Serves as a member of the Mayor's leadership team; assist in the implementation of the Council's strategic plan.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

PERIPHERAL DUTIES AND RESPONSIBILITIES:

May serve as acting Chief Administrative Officer in the CAO's absence as assigned.

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances.
- Modern law enforcement principles and practices.

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- Effective and result-oriented management principles and practices.
- Principles and practices of governmental budgeting, accounting and purchasing procedures.

SKILLED IN:

- Resolving conflicts, fostering solutions and gaining cooperation among conflicting interest groups.
- Effective communications and expression of ideas through the use of oral and written communications.
- Effective use of interpersonal skills in a tactful, patient and courteous manner.
- Effective leadership of personnel including hiring, training, directing, evaluating, rewarding and disciplining employees.

ABILITY TO:

- Identify and analyze issues and trends in law enforcement, develop innovative approaches and solutions, recommend policies to effectively deal with issues and trends, and effectively implement policies.
- Plan, develop, implement, coordinate and evaluate department programs and personnel.
- Lead, motivate, and create a positive work environment.
- Deal with volatile issues and maintain a professional posture.
- Establish and maintain professional and effective working relationships with elected officials, city officials, department personnel, other department heads, outside agency personnel and the public.
- Work effectively with diverse populations.
- Communicate effectively and make public presentations and speeches.
- Respond to common inquiries or complaints from personnel, regulatory agencies or the public.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Law Enforcement, Public or Business Administration, or

related field; and

Experience: Seven (7) years of law enforcement experience as a commissioned officer,

including five (5) years of responsible managerial law enforcement experience.

Or: In lieu of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Master's degree in criminal justice, law enforcement, public or business administration or related field is highly desired
- Valid Washington State's drivers license
- The successful candidate must pass a background check, polygraph and psychological exam
- Must be a citizen of the United States of America

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 Must successfully complete and maintain a Washington State Criminal Justice Training Commission certification as required by law

- Must be able to meet the eligibility requirements of Washington State RCW 35.21.333
 <u>Chief of Police or Marshal Eligibility Requirements</u>
- Must be able to meet the enrollment eligibility requirements of the Washington State Department of Retirement Systems as a member of the Law Enforcement Officers' and Firefighters' (LEOFF)

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax, copy machine and calculator. Specialized police officers uniform, equipment and gear include, but are not limited to, fire arms, bullet-proof vest, and other weapons and equipment as approved.

Motorized vehicles including but not limited to incumbent's personal vehicle to commute to meetings at locations other than incumbent's primary work site.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to walk, stand and reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions by city officials, the public, employees, telephone calls and inter-office activities; may be exposed to individuals who are irate or hostile; may be subject to long hours due to the attendance at City Council and Committee meetings and other responsibilities required at this executive level. The noise level in the work environment is usually moderate.

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SIGNATURE	ES:				
Incumbent'	s Signature	Date	Supervisor's Signature	Date	
Approval:					
Department	t Director/Designee	Date	Employee Services Directo	or Date	
** Note:	Note: This document will be reviewed and updated annually at the time of employee's performance appraisal; when this position becomes vacant; or, if duties of this position are changed significantly.				

Revised: 8/06, 2/19/07 AH